



DESIGN PLANNER I, BUREAU OF CAPITAL DEVELOPMENT & PLANNING (Contractual Non-Civil Service Position)

Open: 09-09-2016

Position Overview

This position reports to the Design Planner II, Capital Development & Planning.

The Design Planner, designs, reviews, conducts and implements individual and citywide park system community based planning projects including the facilitation and support of inter-agency and community meetings, survey design, data collection and analysis, GIS mapping, the writing of plan reports, presentation of designs and plans; and the monitoring of planning project budgets.

This position will primarily be responsible for a range of tasks associated with community based planning projects in support of departmental development goals including a system wide plan for parks, open space and recreation, individual park redesign plans; and assistance with the preparation of requests for Capital Improvements program budget.

Job Duties

1. Provides general overall project coordination and management of assigned projects, including preparation and maintenance of project time lines, budgets, and status reports.
2. Oversees or prepares conceptual design plans, survey questionnaires, GIS maps, planning reports and presentations as required.
3. Oversees and coordinates other data collection efforts occasionally with the assistance of contracted consulting teams. Consults with staff in other agencies, and internal and external stakeholders.
4. Writes planning report documents. Examines, reviews, and recommends edits of planning documents, landscape architectural conceptual designs and plans submitted for review.
5. Assists with the preparation of necessary documentation to retain consulting teams, including writing work scopes, RFP's, evaluating proposals, and evaluating invoicing.
6. Assists with liaison and presentations to the City of Baltimore's Urban Design and Architectural Review Panel (UDARP), City Planning Commission and the Commission on Historical and Architectural Preservation (CHAP) as needed for plan approvals.
7. In conjunction with the Bureau's Planner and Design Planner Supervisor, assists with preparing project cost estimates and descriptions for Capital Improvement Program submissions and grant submissions for future architectural projects.
8. Other duties may be required from time to time.

Working Conditions

The Design Planner, Capital Development and Planning, will typically work a conventional work-week, though public meetings, events or site meetings may require flex time to accommodate occasional work days beyond 9:00am-5:00pm, or Monday to Friday.

Work is largely performed in an office setting, though attendance at site visits may require occasional exposure to adverse conditions. Work requires minimal physical exertion; however, there are occasional long periods of sitting or standing when reviewing plans or facilitating public presentations. The planner will be expected to be able to visit all areas of facilities needing work and traverse un-improved preconstruction sites, and sites under construction.

Knowledge, Skills and Abilities:

- Familiarity with public sector planning processes.
- Knowledge of qualitative and quantitative data collection and analysis methods, including questionnaires, GIS, the design and planning approval procedures pertinent to Baltimore City.
- Ability to write reports emails and other forms of written communication.
- Ability to work effectively with others.
- Ability to effectively communicate orally.
- Ability to compute cost estimates.
- Ability with modern office software including Microsoft Office Suite applications including Outlook, Word, Excel, PowerPoint, and Adobe Creative Suite.
- Ability to use ArcGIS
- Ability to use SPSS is desirable

Education and Experience

Qualified candidates will have a bachelor's degree in urban planning, architecture, landscape architecture, or a closely related field from an accredited college or university and two years' experience in city planning, architecture, landscape architecture or an equivalent combination of education and work experience.

Licenses, Registrations and Certificates

A valid MD Class C driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is also required.

Compensation and Benefits

This is a contractual position currently at an hourly rate of approximately \$30/hr. (commensurate with education and experience). There are no benefits offered with this position.

The position of Design Planner I, Capital Development and Planning will remain open until filled. Interested candidates should submit a statement of interest and resume, specifically addressing the applicant's qualifications, relevant experience; and other significant factors as outlined above. Candidates with relevant education and experience will be invited to an interview.

NOTE: Those eligible candidates under final consideration for appointment to the positions in this class will be required to successfully complete a drug test and authorize the release of criminal conviction information.

Application and Selection Process

For additional information please contact Ms. Teresa V. Meli at:

City of Baltimore

Department of Recreation and Parks

3001 East Drive

Baltimore, Maryland 21217

Phone: 410 396-6137/Fax: 410 889-3856

E-mail resumes to: teresa.meli@baltimorecity.gov

**Baltimore City is an Equal Opportunity Employer
and promotes diversity in the workforce.**

Stephanie Rawlings-Blake, Mayor

Mary H. Talley, HR Director

William Vondrasek, Acting Director, Dept. of Recreation and Parks